

SUBJECT: Guidelines and Procedures for Traffic Calming Devices Installations

EFFECTIVE DATE: April 8, 1996; **REVISED April 15, 2003**

Traffic Calming Devices - Petition Process and Installations

PURPOSE/SCOPE:

To provide written guidelines for the administration of *Takoma Park Code* Chapter 13, Vehicles and Traffic, as amended, pertaining to the installation of traffic calming devices.

Traffic calming devices include signs, pavement markings, speed humps, raised walkways, flat-top speed humps or speed tables, and other physical devices placed or installed on a highway which limit access, restrict traffic flow, or channel or slow vehicle movement for the purpose of reducing traffic hazards and improving pedestrian safety.

PROCEDURES:

I. Request for Speed Hump Installation.

A request for installation of one or more traffic calming devices can be made by petition.

A. Petition Request.

1. Residents of one or more blocks of a street can submit a petition to the City Manager indicating that the residents of at least two-thirds (2/3) of the households want one or more traffic calming devices to be installed on that street. This petition may also include a description of the specific locations of the proposed traffic calming devices, or may indicate that the locations will be determined in consultation with the Public Works Department. Proposed locations of traffic calming devices shall comply with the requirements of the *Takoma Park Code* and relative State and County laws, and shall not obstruct manholes or other accesses to utilities.
2. If a traffic control device installation is being requested for only one block of a street, the petition must also be circulated to the residents living on the street within one (1) block of the requested installation site or block.
3. The City Clerk will validate the petition, will determine the total number of eligible households residing on the street, and will compute the

PROPOSED: _____/s/_____
City Clerk

APPROVED: _____/s/_____
City Manager

SUBJECT: Guidelines and Procedures for Traffic Calming Devices Installations

EFFECTIVE DATE: April 8, 1996; **REVISED April 15, 2003**

percentage of households signing the petition. If that percentage is two-thirds (2/3) or greater, and after the requirements of Section I.B. have been complied with, the City Clerk will so inform the Council, who shall schedule a public hearing.

B. Citizens' Association Meeting / Information Sheet.

1. When a traffic control device request is made by petition, and after the petition is verified by the City Clerk, the City Clerk shall notify the citizens' association or associations in whose area the request is located, and shall instruct the petitioners to contact the citizens' association most affected by the proposed traffic control device installation to request that the association place a discussion of the traffic control device request on the association's next meeting agenda.
2. If the citizens' association most affected by the proposed traffic control device installation meets within 60 days of the date the association is notified, the petitioners shall ask the citizens' association to discuss the proposed traffic control device at that meeting. The citizens' association may submit a letter to the City Clerk within the 60 days either supporting, opposing, or taking no position on the proposed traffic control device. If the citizens' association does not submit a letter, no assumption shall be made about the position of the citizens' association on the traffic control device.
3. If the affected citizens' association does not meet within 60 days of the date the association is notified, or if there is no citizens' association covering the area where the proposed traffic control device would be located, the petitioners shall call a meeting to discuss the proposed traffic control device. The President of the affected citizens' association, if one exists, shall be consulted about the time and place of the meeting, but petitioners shall be responsible for notifying residents of the affected "traffic impact area" as defined by the Traffic Impact Areas map that is adopted as part of these regulations. The traffic impact area includes the residential arterial roads within and immediately surrounding the area. If there is no citizens' association in the area of the proposed traffic control device, the petitioners shall advise the City Clerk about the time and place of the meeting. The petitioners shall provide a letter to the City Clerk indicating the number of people attending the meeting and the sentiment

PROPOSED: _____/s/_____ DATE: _____
City Clerk

APPROVED: _____/s/_____ DATE: _____
City Manager

SUBJECT: Guidelines and Procedures for Traffic Calming Devices Installations

EFFECTIVE DATE: April 8, 1996; **REVISED April 15, 2003**

of the attendees toward the proposed traffic control device.

4. In order to advertise the meeting, petitioners are encouraged to prepare a one-page information flyer concerning the request. This flyer should include a sketch and description of the proposal, including the specific locations or numbered street block of the proposed traffic control devices as indicated in the petition, and a phone number of one of the petitioners to call for more information. Petitioners are encouraged to distribute this flyer to residents of the affected "traffic impact area" as defined in Section I.B.3.

C. City Clerk Authorized to Develop Standard Forms.

To assist residents in petitioning for traffic control device, the City Clerk is authorized to develop and distribute a standard "Request for Traffic Control Device Installation" petition form and a standard "Information Sheet" form.

II. Procedures for Public Hearing and Speed Hump Installations.

A. Conduct of Public Hearing.

1. After having been notified by the City Clerk that a valid petition requesting a traffic control device installation has been received, and after the requirements of Section I.B. have been complied with, the Council will schedule a public hearing to solicit the opinions of the entire neighborhood and the City at large.
2. The City clerk shall send notice of the public hearing to all residents of the street which is proposed to receive a traffic control device installation, to the local neighborhood citizen association, and to adjoining neighborhood citizen associations. The public hearing shall be advertised in the Takoma Park newspaper of record.
3. After conducting the public hearing and declaring the hearing record closed, the Council shall announce its decision within fifteen (15) days of the close of the hearing record. Under extraordinary circumstances, this time limit may be extended by majority vote on the Council.
4. The Council may approve, approve with modifications, or deny the

PROPOSED: _____/s/_____
City Clerk

DATE: _____

APPROVED: _____/s/_____
City Manager

DATE: _____

SUBJECT: Guidelines and Procedures for Traffic Calming Devices Installations

EFFECTIVE DATE: April 8, 1996; **REVISED April 15, 2003**

requested traffic control device installation.

5. The City Clerk shall notify the petitioners, and their neighborhood or civic association of the Council's decision, which shall also be published in the Newsletter.

B. Guidelines for Evaluating the Public Hearing.

The following criteria are intended to guide the Council in determining whether a request for a traffic control device installation is reasonable and justified. These should not be considered exclusive criteria.

1. The street has not been identified and is not used by the Takoma Park Volunteer Fire Department as a primary fire and rescue route into a neighborhood.
2. The impact of traffic control devices on adjacent neighborhoods be assessed.
3. The petitioners have made efforts to provide broad notification to potentially affected residents.

III. Procedures for Removing a Traffic Control Device Installation.

A. Removal of Traffic Control Device Installations.

1. Upon request of two-thirds (2/3) of the households of a street containing a traffic control device installation, and after six months have elapsed from the initial installation of the traffic control device(s), the Council may consider removing the traffic control device installation, except as provided in Section III.B.
2. The request for removal must be made by petition, subject to the procedures specified in Sections I.A. and I.B. above.

B. Exception to Petitioned Removal of a Speed Hump.

Speed humps installed prior to December 2, 2002, the adoption date of Ordinance #2002-36, shall not be removed or altered pursuant to the provisions of Section III.A(1). The

PROPOSED: _____/s/_____ DATE: _____
City Clerk

APPROVED: _____/s/_____ DATE: _____
City Manager

SUBJECT: Guidelines and Procedures for Traffic Calming Devices Installations

EFFECTIVE DATE: April 8, 1996; **REVISED April 15, 2003**

City Council adopted Ordinance #2002-36 to revise Chapter 13, Vehicles and Traffic, of the *Takoma Park Code*, to define traffic calming devices, including raised walkways, and to expand the scope of existing provisions to encompass traffic calming devices. Pre-existing speed humps may be altered, replaced, or substituted with another form of traffic calming device at such time as the speed hump is removed, destroyed, or deteriorated and scheduled for replacement by the Public Works Department.

IV. Miscellaneous.

A. Placement of Traffic Control Devices near Parks and Playgrounds.

The Council may initiate the installation of traffic control devices on streets adjacent to neighborhood parks, playgrounds, and schools.

B. Authority of City over Traffic Control Devices.

1. Nothing in these guidelines shall be construed as preempting the City at its initiative from installation, altering, maintaining, or removing a traffic control device or installing a traffic control device. The City Clerk will notify the appropriate neighborhood association and the affected residents of any proposed new traffic control device installations or changes to an existing traffic control device installation. The residents and the association will have an opportunity to discuss the proposed changes with the Council at a regular Council meeting before the changes are adopted and implemented.

V. Implementation Responsibility.

The Public Works Director or designee shall be responsible for advising the Council and public on the proper placement of traffic calming devices on City streets, and for overseeing the installation and maintenance of traffic calming devices in the City.

PROPOSED: _____/s/_____
City Clerk

DATE: _____

APPROVED: _____/s/_____
City Manager

DATE: _____

PETITION FOR TRAFFIC CALMING DEVICE

We, the undersigned, request that traffic calming device(s) be installed on _____ Avenue/Street.

Requested traffic calming device(s): (circle all that apply)

speed hump
 sign
 pavement marking
 raised walkway
 flat-top speed hump or speed table

Check one:

_____ Location(s) to be determined by the Public Works Director; OR

_____ At the following location(s): _____

NAME (printed)	SIGNATURE	ADDRESS	PHONE

GENERAL RULES:

1. Signatures from at least 2/3 of households on subject street(s) must be submitted.
2. Tenants as well as homeowners are to be included.
3. Only one signature per household will be considered.
4. If petition is for only one block of a street, blocks on either side must be petitioned.
5. If street being considered for traffic control device(s) provides the only ingress/egress route for other street(s), the other street(s) must also be petitioned.
6. Community notification requirements must be met (see Administrative Regulation Sec.I.B.).